

URI Student Senate Organization
CHECK REIMBURSEMENT REQUEST

(Step-by-step directions for applying on the reverse side)

Organization name: _____ Today's date: _____

Contact email address: _____ Contact phone #: _____

Campus address: _____

President's signature: _____ Treasurer's signature: _____

_____ \$ _____
(description) (amount)

Applicable rules apply:

You cannot divide a purchase in to 2 separate purchases so that receipts will be under \$50.

Completed paperwork and receipt must be turned in within 5 business days

***Important!* UNDER NO CIRCUMSTANCES will receipts that have been "split" to cover expenses which exceed the \$50 limit be paid! There will be no exceptions to this policy.**

Explanation for expense for which you are requesting reimbursement:

Name of individual to be paid: (please print)

(signature of Accounts Clerk)

(over please)

Check Reimbursement

It is an optional procedure to be used for purchases of \$50 or under. Here is the procedure:

The President, Treasurer or their authorized purchaser may buy an item for which there is money in the budget. The receipt/invoice must be saved.

The President or Treasurer must bring the receipt within five (5) class (business) days to the Senate Accounts Clerk. All receipts must be itemized, must show that the bill was paid in full and include the date and the name of the vendor.

Complete a Check Reimbursement Request form, attach the invoice and request form to a completed Payment Order. Complete the Payment Order in the name of the person to be reimbursed. Your check will be available in a few days to be picked up in the Senate Accounting office, Room 211.

If you use this procedure to buy something that your budget does not have the money to pay for, you will not be reimbursed. By using this procedure, you are assuming responsibility for purchases. Records of previous reimbursements are kept and any organization found to be abusing the process would find its check reimbursement privileges indefinitely suspended.

***Important!* UNDER NO CIRCUMSTANCES will receipts that have been "split" to cover expenses which exceed the \$50 limit be paid! There will be no exceptions to this policy.**